

MEETING TITLE: STANDARDS COMMITTEE**DATE: 4-3-03****ATTENDEES: Jack Williams, Larry Fay, Marie Flake, Eric Inouye, Susan Lybarger, Torney Smith, Christie Spice, Maggie Moran, Jill Hanks, Linc Weaver, Charlene Crow Shambach, Don Sloma, Maxine Hayes, Kim Thorburn, Rita Schmidt**

ISSUES	DISCUSSION	DECISIONS	FOR ACTION
Update on Interim Activities	<p>Since the last meeting the following have happened:</p> <ul style="list-style-type: none">• The Compendium of Best Practices (collected during the Baseline Assessment) has been published and is now available on the PHIP Web site http://www.doh.wa.gov/PHIP/Standards/BestPractices/StandardsExemplaryPractices.htm• Letters were sent to the Finance Committee and the Information Technology Committee asking for review of the Administrative Measures. (See attached)• A presentation was made to the PHELF describing the Administrative Measures and asking for their help in reviewing them and in giving input to the areas where further development is needed.• Don Sloma, chair of the Joint Conference reported that the Standards are being used as a framework for the Joint Conference.• Use of the Baseline Results-there has been requests for use of the results and suggestions to further analyze the results to obtain grants or consultations.	<p>A subcommittee should be formed to develop guidelines.</p>	<p>Members of the Standards Committee should encourage submission of abstracts.</p> <p>Members of the subcommittee: Don Sloma, Christie Spice, Charlene Crow Shambach, Susan Lybarger, Larry Fye, Jack Williams, Torney Smith-telephone conference to develop guidelines.</p>
Analysis of the Baseline Results	<p>Members attending were divided into three workgroups, presented with posters highlighting the performance for both state and local agencies. Each workgroup was asked to review the results and identify the areas of the standards that could use improvement. They were asked to identify the areas that would benefit most from joint LHJ/State work. The workgroups were asked to identify the strategies that would achieve improvement and any partners that would be helpful to success.</p>	<p>Each workgroup identified the areas for needed improvement and gave suggestions for how to achieve it.</p>	

Priority areas for improvement	After each workgroup presented their identified areas for improvement the committee was asked to prioritize the areas.	The whole committee decided that each was important and should be included in the priorities.	<p>The white paper drafts will be typed up, workgroup members will give comments and final copies will be sent out with the minutes. (See attached)</p> <p>All Committee members will be asked to comment on these priorities.</p>
Interface with Finance Committee	Marty Wine from BERK & ASSOCIATES presented a summary of the work of the Finance Committee. (See attached).		The two committees might consider having a joint meeting. Before the joint meeting there should be a planning session of the four co-chairs and preliminary work should be accomplished.

Next Meeting: Will be in May, to be determined by schedules.